

To: CityU / Infocan / Welkin *(Please delete whichever are inappropriate)

PC-Related Training Services Contract 2008 / 2010, HKSAR Government - Enrolment Form for Standard Courses

Department / Bureau : _____ Division / Section : _____

Contact Person : _____ Designation : _____ Tel. No. : _____ Fax No. : _____

Address : _____

Send Invoice to : _____ Tel. No. : _____ Fax No. : _____
 (if different from the contact person) (if different from the contact person) (if different from the contact person)

Billing Address : _____
 (if different from the address)

Class Code	Course Title	Course Date	Name of Participant	Category*	Tel. No.	FEE (HK\$)
TOTAL						

Enrolment Guidelines:

- Please choose the suitable course(s) from the training schedule and enrol through Head of Department/Head of Grade.
- Please send or fax the completed Enrolment Form to the Contractor at least 14 working days before class begins.
- Confirmation letter will be sent to the contact person at least 12 working days before class begins.
- If enrolment is less than 6 participants per class, the Contractor may cancel or re-schedule class with prior notice to the participants.
- Withdrawal can be made in writing only at least 10 working days before class begins. Substitution will be accepted.
- Course outlines are available from the Contractors on request. For reservations or enquiries, please call:

Remarks :

- * Category
 A: MPS 0 - MPS 15 or equivalent
 B: MPS 16 - MPS 33 or equivalent
 C: MPS 34 - MPS 44 or equivalent
 D: MPS 45 - MPS 49 or equivalent
 E: Directorates

	Welkin Systems Ltd.	CityU Professional Services Ltd.	Infocan Training Ltd.
Contact Person(s)	Ms Michelle WONG (Tel. 3605-3332) Ms Kity LUK (Tel. 3605-3325)	Mr. Ray FONG (Tel. 2776-0161) Ms Linda LEE (Tel. 2374-1711)	Ms Rosanna SHEK (Tel. 2781-1366) Mr. Paul TSANG (Tel. 2781-1366)
Fax No.:	3605-3399	2319-0984	2882-2616

Signature & Chop _____ Name (in block letters) _____ Date (DD/MM/YYYY) _____

(For Head of Department / Head of Grade)